



PROCEDURE MANUAL

DISTRICT 33K LIONS EYEMOBILE, INC

TABLE OF CONTENTS

Table of Contents	1
Introduction and Chronological Index	2
Retinal Image Procedure	3
Image Download Person	3
Image Evaluator	4
Club Contact Person	4
Statistics Inputting Procedure	4
Website Procedures	6
Use of Zoho.com	7

Introduction

The purpose of this manual is to list the procedures that have been approved and implemented by various Boards of Directors of District 33K Lions Eyemobile, Inc. (also known as the Corporation). The entire contents of this manual shall be in effect until such time as they are revised or rescinded, either in whole or in part, by the Board of Directors.

The By-Laws of the Corporation shall take precedence over any discrepancy between the By-Laws and this manual which shall be revised accordingly should discrepancies arise.

Chronological Index

<u>Action</u>	<u>Date</u>	<u>Comment</u>
Adopted	June 17, 2013	Deleted in its entirety from the Policy Manual and adopted verbatim.

Retinal Image Procedure

The following procedure outlines the necessary steps to evaluate retinal images from the Eyemobile retinal camera, to determine if the images indicate a potential loss of eyesight condition, and to notify clients of this condition. Three jobs are required - Image Download person, Image Evaluator and Club Contact person.

Image Download Person - downloads retinal images from the computer's hard drive, copies them to a CD and delivers the CD to the Image Evaluator.

1. Download images to a CD within seven days of the images being captured in the retinal camera. The images will be identified by a pre-assigned four-digit number, which has been inputted into the computer from the client's screening form by the person taking the pictures. If possible, segregate the images by sponsoring Club and date when downloading.

- a. Turn on monitor and then boot computer. The camera does not have to be on.
- b. From the main screen, click on the icon "my documents". If the Kowa software is open, close first.
- c. Open the file "temp images". If there are any images, delete all. Follow instructions for deleting the files.
- d. Close the "temp images" file returning to the main screen.
- e. Open the Kowa software by clicking on the "nonmyd" icon.
- f. The Kowa capture screen should appear. Click on the "open list" icon on the right side tool bar.
- g. In the "open list" screen, click on the "date" icon.
- h. In the "search by date" window, select the date, or date range, that you want to copy images.
- i. Highlight the images that you want to copy. Do not scroll to other pages. The highlight feature will cancel if you scroll.
- j. Click on the "floppy disc" icon.
- k. Save the images in the "temp images" file. OK to save as jpeg files.
- l. Repeat instructions 9 -12 by scrolling to another batch of images until completed.
- m. When finished, close all screens returning the main screen.
- n. Insert a blank CD in the drive E, top drive.
- o. Click on "Roxio Easy Media" icon.
- p. After the Roxio program opens, click "data disc" under common projects.

- q. Select source – My documents, temp images.
- r. Drag the temp image file folder to the data project space.
- s. Click “burn, then “burn” on the new screen.
- t. When finished close all screens and remove CD.
- u. Shut down computer and turn off monitor.
- v. If you have raised table, lower to bottom position.

2. Deliver the CD to a medical professional who has volunteered to evaluate the images within two days after downloading the images to the CD.

- a. Use a day delivery service such as first class USPS.

Image Evaluator - visually studies each image to determine whether any condition exists that might impact eyesight and requires medical follow up within thirty days then notifies the Club Contact Person of negative findings.

1. The name and contact information of the Eyemobile team member to be contacted will be included with the CD.
2. Information may be telephoned and followed up in writing.

Club Contact Person - informs previously screened clients, through the sponsoring Lions Club, those photographs from their recent eye health screening show a possible condition that might cause loss of eyesight and requires immediate attention by a medical professional.

1. On receipt of the information from the Image Evaluator, the Club Contact person will cross reference the above identified images to the actual client screening form using the sponsoring Club and date information and the four digit identifying number.
2. The person then notifies the sponsoring Club within two days with the name of the client that has a potential eyesight loss condition and ask the Club to immediately contact and inform the client of the situation advising that immediate follow up with a medical professional is strongly suggested.
 - a. The name, address and telephone number are available from the client's screening form.
 - b. Contact may be made by telephone followed up in writing.

Statistics Inputting Procedure

Open Statistics file (it is in Excel – name of file ‘statistics’)

1. To create a new year for recording purposes
 - a. Create a new spreadsheet for the year

Click on the latest years entry (for example '2008')

- Using the Excel Menu
 - Select Insert
 - Select Worksheet
- Double click on the name of the new sheet you've entered
 - Type in new year

b. Include **new year** in Summary

Click on the last column (summary column)

- Using the Excel Menu select
 - Select Insert
 - Select Column
 - Select cell with year
 - Input year
 - Update last column (i.e. 01-XX) with new year

c. Set up formulas

The formulas are set up in each year. By reading the formula in the prior year you can see how to set up the formula for the new year. The Spreadsheet is currently set up through 2015.

2. To Input stats

a. Click on the tab at the bottom of your excel spreadsheet that says 'worksheet'.

Note: All columns exactly match the screening form

You will also note that the starting point in the worksheet is line 3 although it is numbered 1. This is to allow you to count the number of clients who were seen at a screening session.

2.1 Using the screening form to get data

Reading from the screening form input a "1" into each column that applies. If blood pressure is normal key '1' into the normal column under blood pressure. If you have no reading simply leave the column blank. If you fill in the 'normal' column you should leave the 'abnormal' column blank. Repeat this for each client/field that was part of the screening.

Complete all screening forms from **ONE** Club event in front of you, fill out the data for each individual client on one line and go to the next line, etc. until you have all the clients for that event.

2.2 Including in annual summary

a. Click on the year tab at the bottom of the Excel Spreadsheet that coincides with the year you are inputting

b. Type in the date of the event

c. Type in the name of the Lions Club that held the event

2.3 Transferring data from Worksheet to Summary Sheet

a. Click on the worksheet tab of the Excel Spreadsheet

b. Determine number of screenings (you can see this by clicking in the first column and using arrows or page down until you find the last entry)

c. Input into the correct year/date/club the number of screenings

d. On the worksheet tab go to the bottom of the sheet (you can hit end down from the 1st column) and you will see that there are totals under each screening choice (I've locked the top rows so you can see the headers at the top and the numbers at the bottoms).

e. Now, go to the tab with the proper year on the bottom (since those are the ones you're working on) and locate the event that is listed on your sheets (I've already put in the total numbers of screenings and events by date - they're sorted by date so that's what is already existing).

f. From the "Worksheet" copy the bottom line of numbers (i.e. number of screenings in each category), go back to the "year" tab and select "Edit" (from Excel's menu), then select "Paste Special", then click on "Values" under paste. (this will avoid carrying over the existing formulas) and then select "OK" (at the bottom). Now all your values from the worksheet are in the year sheet under the correct Club event.

g. To go onto the next Club event, simply go back to the "Worksheet" tab go to the first line of data entry that you did, click on the 1st cell you filled in (Column BC) and click on that and hit 'end, home' key which will take you to the totals and using your arrow keys arrow up 1 row (so you don't delete the formulas) and hit 'delete' to clear out all of the cells, then you can begin your next batch.

The spreadsheet that collects the annual data has formulas already in it and they automatically update based on the information that is put into the spreadsheet. As long as the formulas are not deleted the spreadsheet is self-filling and need only be added to on an annual basis.

Important Notes: If you are inputting the statistics and you see a checkmark in the box that is designated in the Retinal Image *and* you see a 'Refer to medical professional' reading under the "Ophthalmic Exam" you should mark the retinal image as 'other than normal'. Otherwise if Retinal Image is checked off simply note as Normal – if any abnormal retinal images are later reported by the reader of the images then you would reduce the 'normal' count for that Club by the number of 'abnormal' images.

Website Procedures

The website is maintained by the Dot Easy Server. The website address is: <http://www.33keyemobile.org> and is accessible from <http://www.doteasy.com>. Passwords for access to the Dot Easy Server shall be passed from one webmaster to another. A master list of passwords for the server and email addresses shall be maintained by the webmaster who shall provide a copy of this list to the Eyemobile Secretary as well as the President **in a sealed envelope to be opened only upon the incapacitation of the Webmaster.**

The Webmaster shall inform the Eyemobile Board of Directors any additional features which might make the website more usable by the Lions Clubs of District 33K, the District 33K Lions Eyemobile Inc. Board of Directors or other visitors to the website. Additional features shall not be added without the consent of the Board of Directors.

Use of Zoho.com

The webmaster shall assist the Board of Directors members in learning how to use the Zoho productivity tools. The website address is <http://www.zoho.com>. This website will allow the Board of Directors to 'store' documents online for review by all Eyemobile Members or any members who may have a need to review documents. This is the location of the District 33K Lions Eyemobile Schedule, District 33K Lions Eyemobile Statistics and other documents which are helpful to the Board of Directors. Passwords and access codes shall be maintained with other Web access codes and passwords and made available to Board members on an as-need basis. A copy of all codes and passwords shall be provided to the Eyemobile Secretary and President **in a sealed envelope to be opened only upon the incapacitation of the Webmaster.**